Torquay P-6 College

Emergency and Critical Incident Management Plan 2019-2020

45-55 Grossmans Road, Torquay, VIC, 3228

03 5261 2360 / torquay.p6.co@edumail.vic.gov.au

Department of Education and Training

Date Approved:

Purpose

The purpose of this Emergency and Critical Incident Management Plan (EMP) is to provide a detailed plan of how this school campus will prepare and respond to emergencies and critical incidents that may impact on student and/or staff health, safety and well-being and/or school operations.

Context

Schools have the authority to activate their EMPs when an event warrants a response. Schools should know how to access multiple information sources including the VicEmergency app, https://www.emergency.vic.gov.au, emergency services and/or the Department of Education and Training.

All principals and key school staff should download the VicEmergency app on their phone with a watch zone around their school to receive alerts and information regarding hazards and incidents in their vicinity.

Should the principal or school be made aware of an emergency in the local area, the principal or nominated person will consult the following sources for information:

1. Call '000' for life-threatening or time critical emergencies.
2. Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126.
3. Seek support from your region/regional Manager, Operations and Emergency Management or Emergency Management Support Officer if required.
4. Check the VicEmergency app or www.emergency.vic.gov.au for up to date information on warnings and incidents.
5. Contact your Senior Education Improvement Leader.
6. Check the Department of Education and Training web site for incident updates.

Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Andrea Cox	SWV - Operations and Emergency Management DET Regional Office	30/08/2019	109 Armstrong Street North Ballarat 3350
All school staff	Torquay P6 College	30/08/2019	DL torquay.p6.co@edumail.vic.gov.au

Facility Profile

School Name/Campus Name	**Torquay P-6 College**
Address	45-55 Grossmans Road, Torquay, VIC, 3228
Phone	03 5261 2360
Email	torquay.p6.co@edumail.vic.gov.au
Fax	03 5261 4324
DET Region	SOUTH-WESTERN VICTORIA
DET Area	Barwon Area
LGA	Surf Coast (S)
BOM/Fire District	Central District
Is your school on Bushfire At- Risk Register?	No
Bushfire At-Risk Register Category	
Operating Hours	7am - 6pm
Number of Students	1040
Number of Staff	102
Number of Buildings	11
Is the School a designated Neighborhood Safer Place?	Yes
Shelter-In-Place Location	Classrooms and/or Stadium
On-site Evacuation Location	Oval
Off-site Evacuation Location	Surf World/Library Precinct

Typical method used for communications to school community	App, Newsletter
Is this school has other services or users of the site?	Yes

Other Services/Users of Site

Service/User Name	Location	Number of Student or Visitor	Emergency Contact	Phone	Mobile
Outside Hours School Care	E Block Art Room/LOTE Room	100		0413295536	0413295536

Building Information Summary

Telephones (landlines)

Location	Number
Grossmans Road Torquay	03-52612360

Alarms

Description	Location	Monitoring Company	Number
Fire			
Intrusion			
Other			

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	Front of C Block	AGL Energy	Pull lever to neutral position

Water	Front of B Block	Barwon Water	Pull lever to neutral position
Electricity	Front A Block	Red Energy	

Sprinkler System

Control Valve Location	**N/A**
Shutoff Instructions Location	**N/A**

Boiler Room

Location	**N/A**
Access	**N/A**

Emergency Power System

Type	**N/A**
Location	**N/A**
Provides power to	**N/A**
Shutoff Instructions Location	**N/A**

Building and Site Hazards

Location	Number

Additional Profile Information

Additional Info	

Emergency Kit Checklist

Checklist	Yes / No
Student data and parent contact information (contained in EMP)	Yes
Student and staff with additional needs list (contained in EMP) including any student medications	Yes
Staff contact information	Yes
Student Release Forms/sign out book	Yes
List of staff on the IMT	Yes
Traffic/emergency safety vests and tabards	Yes
Facility keys	Yes
Standard portable First Aid Kit. Refer to First Aid Kits Contents Checklist	Yes
A charged mobile phone and charger/s	Yes
Torch with replacement batteries (or wind up torch)	Yes
Whistle	Yes
Megaphone	Yes
Portable battery powered radio	Yes
Copy of facility site plan and EMP including evacuation routes	Yes
Water	Yes
Sunscreen and spare sunhats	Yes
Plastic garbage bags and ties	Yes
Toiletry supplies	Yes
Sanitary products	Yes

Review Emergency kit checked date

Date emergency kit checked	05/08/2019

Next check date	30/01/2020

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Evacuation	Vicki Perry	19/03/2019	19/03/2019
Term 2	Lockdown	Vicki Perry	13/06/2019	12/06/2019
Term 3	Lockdown	Vicki Perry	12/08/2019	
Term 4	Evacuation	Vicki Perry	22/11/2019	

First Aid Training

Staff Member	Training Completed	Date Qualified To
Jenny Baker	Level 2	31/10/2019
Carolyn Boak	Level 2	31/10/2019
Michelle Borg	Level 2	31/10/2019
Dianne Dendle	Level 2	31/10/2019
Deb Galbraith	Level 2	31/10/2019
Andrea Jalland	Level 2	31/10/2019
Beth Knuckey	Level 2	31/10/2019
Ellie McFarlane	Level 2	31/10/2019
Kathy McLennan	Level 2	31/10/2019
Susan Patullo	Level 2	31/10/2019
Deb Russell	Level 2	31/10/2019
Sue Street	Level 2	31/10/2019
Nadia Tkaczuk	Level 2	31/10/2019
Tracey Vaught	Level 2	31/10/2019
Carol Waters	Level 2	31/10/2019
Caroline Wise	Level 2	31/10/2019

Other Training Record

Staff Member	Training Type	Date
Caroline Wise	Anaphylaxis trainer	30/08/2019
Kristie Walters	Anaphylaxis trainer	30/08/2019

Students or Staff with Additional Needs

To ensure adherence to the provisions of the Information Privacy Act 2000 you should not record personal details here.

Add summary of those with additional needs or medical conditions below, without including personal details.

Category	Number of Staff	Number of Students
Anaphylaxis	0	9

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Building fire	Fatality and or permanent disability from burns. Serious injury from smoke inhalation. Stress or psychological requiring extensive clinical support for multiple individuals.		Acceptable	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium		
Intruder	Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.	Lockdown or evacuate according to threat and location. Ensure communication with appropriate authorities. Engage support teams to tend to those with physical and psychological injuries	Acceptable	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium		
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.	Ensure appropriate support staff are engaged Contact appropriate DET personnel Lockdown or evacuate to be determined by site of threat	Acceptable	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium		
Severe weather event	Risk of roof down flooding Risk of injury Risk of property damage. Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals	Staff and students locked down in safe area on site. Evacuation off-site or school closure if warranted.	Acceptable	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium		
Influenza pandemic	Risk of health and possible death (in extreme cases)	School closed/evacuated until threat is contained.	Acceptable	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium		
Loss of essential services	Lack of availability of school resources such as computers	If deemed to be for a period of time to cause distress and/or hygiene risks, the lack of availability of fresh drinking water	Acceptable	**Consequence** Minor		

	Lack of availability of fresh drinking water and water for flushing toilets	and water for flushing toilets will lead to the school closing until it is restored.		**Likelihood** Possible **Risk Level** Medium		
Child Abuse	Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder	• Recognise indicators of Child Abuse • Child Safe Standards • PROTECT protocol • Student Critical Incident Advisory Line • Student Support Services/Student Welfare Coordinator	Acceptable	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium		
Information Security	Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach	• Privacy (including DET's Schools' Privacy Policy) • Privacy, Department provided software • Privacy (requests for Information about Students) • Acceptable use of ICT Resources • Staff member manages and reviews school's privacy practices • Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared. • Examine data security arrangements • BYOD usage and guidelines • Password protocols for ICT	Effective	**Consequence** Minor **Likelihood** Possible **Risk Level** Medium		
Medical Emergency	Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident	• Staff trained in first aid • First Aid Kit • Staff observant to signs of illness • Medical history – staff/students • First Aid and Infection Control Procedure • Medication Authority Form and authority to administer	Effective	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium		
Mental Stress	Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning	• Student Support Services • Well-being staff in school • SafeMinds • Navigator Program • Student Engagement and Inclusion Guidance • Building Resilience Framework • Victorian Anti-bullying and Mental Heath Initiative	Acceptable	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium		
Missing person - school or school camp/excursion	Probable causes; Lost or separated whilst on camp/excursion; Truancy;	• School records attendance	Effective	**Consequence**		

	Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress	• Student engagement policy to promote school attendance and address truancy, which is staged • Recess and lunchtime supervision. • Behaviour Support Plans to address individual truancy. • Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp) • List of students to attend camp to be held at school site and by Teacher in Charge on camp. • School excursion/camp risk assessment		Major **Likelihood** Unlikely **Risk Level** Medium		
Traumatic Death/Injury/Grief	Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support	• Student Support Services • Well-being staff in school • Managing Trauma Guide • Incident Support and Operations Centre referrals • Employee Assistance Program	Effective	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium		
Violence, Aggression and/or harassment	Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education	<u>Site based policies and strategies</u> • Lunchtime and recess supervision • School based security measures e.g. duress alarm, CCTV • Behavioral Code of Conduct • School social media strategies to address online harassment • Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student <u>School pursues specific interventions or referrals as required/appropriate:</u> • Trespass order • Child Protection referral • Family violence referral <u>Specific supports for students with challenging behaviors and interventions:</u> • Referral to Student Support Services (SSS) • School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) • Restraint and Seclusion procedures • Respectful Relationships • Health and Human Services Behaviour Support Services • More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional • School welfare officer/coordinator engaged <u>Training</u> • Diffusion strategies and training for staff • Conflict management training • Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism <u>Specific support for teacher/staff in dealing with challenging behaviours</u>	Acceptable	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium		

		• Employee Assistance Program (EAP) for impacted staff • Principal Mentor Program • Proactive Wellbeing Supervision • Principal Health Checks • Early Intervention Principal Support Service <u>Refer to additional resources for impacted persons</u> • School breakfast club (where available) • School wide Positive Behaviour Support • Koori inclusive School Wide Positive Behaviour Support				

Core Emergency Response Procedures

Core Procedures	Procedure Instructions
On-site evacuation/relocation procedure	When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. • Call **000** for emergency services and seek and follow advice. • Evacuate students, staff and visitors to your oval • Report the emergency and evacuation to Incident Management and Support Unit on 1800 126 126. • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). • Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for. • Ensure communications with emergency services is maintained. • Wait for emergency services to arrive or provide further information. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Confirm with emergency service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. **Actions after on-site evacuation/relocation procedure** • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Contact the SSSO Network Coordinator if required. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required. • Complete your Post Emergency Record.
Off-site evacuation procedure	If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. • Call **000** for emergency services and seek and follow advice. • Identify which off-site assembly point you will evacuate staff, students and visitors to. • Evacuate staff, students and visitors to your **Surfworld precinct** • Report the emergency and evacuation toIncident Management and Support Unit on 1800 126 126 • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). • Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for. • Ensure communications with emergency services is maintained. • Wait for emergency services to arrive or provide further information.

	• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Confirm with Emergency Service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. **Actions after off-site evacuation procedure** • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776. • Contact the SSSO Network Coordinator if required. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required. • Complete your Post Emergency Record.
Lock-down procedure	When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. • Call **000** for emergency services and seek and follow advice. • Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in classroom, sit below window level or move into corridors. • Check that all external doors (and windows if appropriate) are locked. • If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out. • Report the emergency and lock-down to the Incident Management and Support Unit on 1800 126 126 • Divert parents and returning groups from the school if required. • Ensure a telephone line is kept free. • Keep public address system free. • Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access. • If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel. • As appropriate, ascertain that all students, staff and visitors are accounted for. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • As appropriate, confirm with emergency services personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. **Actions after lock-down procedure** • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-down is over.

	• Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776. • Print and issue pre-prepared parent letters and give these to students to take home. • Contact the SSSO Network Coordinator if required. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required. • Complete your Post Emergency Record.

Lock-out procedure	When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.
	• Call **000** for emergency services and seek and follow advice.
	• Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
	  ○ Lock doors to prevent entry
	  ○ Check the premises for anyone left inside
	  ○ Obtain Emergency Kit
	• Go to the designated assembly point/s Surfworld precinct
	• Check that students, staff and visitors are all accounted for.
	• Report the emergency and lock-out to the Incident Management and Support Unit on 1800 126 126.
	• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
	• Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
	• Maintain a record of actions/decisions undertaken and times.
	• Contact parents as required.
	Actions after lock-out procedure
	• Ensure any students, staff or visitors with medical or other needs are supported.
	• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out is over.
	• Determine whether to activate your parent re-unification process.
	• Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
	• Print and issue pre-prepared parent letters and give these to students to take home.
	• Direct all Media enquiries to DET Media Unit on 8688 7776.
	• Ensure all staff are made aware of Employee Assistance Program contact details.
	• Contact the SSSO Network Coordinator if required.
	• Seek support from your region/regional Manager, Operations and Emergency Management as required.
	• Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required.
	• Complete your Post Emergency Record.

Shelter-in-place procedure	When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until

	the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. • Call **000** for emergency services and seek and follow advice. • Chief Warden activates the Incident Management Team. • Move all students, staff and visitors to the pre-determined shelter-in-place area - stay in classrooms if safe. If not, the stadium. • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). • Report the emergency to the Incident Management and Support Unit on 1800 126 126. • Check that all students, staff and visitors are accounted for. • Ensure communications with emergency services is maintained. • Wait for emergency services to arrive or provide further information. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. **Actions after shelter-in-place procedure** • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre that shelter-in- place is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Contact the SSSO Network Coordinator if required. • Seek support from your region/regional Manager, Operations and Emergency Management as required. • Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required. • Complete your Post Emergency Record.

Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Building fire	• **Call 000** for emergency services and seek and follow advice. • Activate the fire alarm. • If appropriate, follow the procedure for on-site evacuation. • Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. • Extinguish the fire (only if safe to do so). • Evacuate to the ***oval***, closing all doors and windows. • Check that all areas have been cleared and notify the Chief Warden. • Check that all students, staff, visitors and contractors are accounted for. • Report emergency to the Security Services Unit on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871.
Intruder	• **Call 000** for emergency services and seek and follow advice. • Report the emergency immediately to the Chief Warden. • Do not do or say anything to the person to encourage irrational behaviour. • Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. • Determine whether **evacuation, lock-down or shelter-in-place** is required. Do this in consultation with the Police where possible. • Evacuation only should be considered if safe to do so. • Report emergency to the Security Services Unit on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871.
Child Abuse	Follow the four critical actions (of the PROTECT protocol) to respond to incidents, disclosures and suspicions of child abuse 1. Respond to an emergency: • by ensuring immediate safety • administering first aid • call '000' if immediate police/ambulance assistance is required • preserve evidence 2. Notification: • The staff member who has formed a reasonable belief regarding child abuse or neglect must also report to DHHS Child Protection; and to Victoria Police if the child is in immediate danger • If report is related to alleged student sexual offending (and child is over 10 years of age) – contact Victoria Police on '000'; and DHHS Child Protection if the victim's parent/carer are unable or unwilling to protect the child

	• Report the incident to the Incident Support and Operations Centre on 1800 126 126 • Confirm with Victoria Police or DHHS Child Protection that it is appropriate to contact the child's parent/carer 3. Inform parent/carer of suspected child abuse 4. Provide ongoing support • Establish regular communication with child's parent/guardian/carer • Develop and implement a student support plan informed by allied health and wellbeing professionals
Bomb/substance threat	**If a suspicious object is found (or the threat identifies the location of a bomb)** *Immediate response* • Immediately clear and cordon off the area in the vicinity of the object. • Call **000** for police and seek and follow advice. • Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. • Report the emergency to the Incident Management and Support Unit on 1800 126 126. • Do not approach, touch, tilt or tamper with the object.*Evacuation* • Evacuate the school and: ○ Ensure students and staff are not directed past the object ○ Alert any other services co-located at the school site ○ Check that all students, staff and visitors are accounted for ○ Restrict all access to the site and ensure there are no barriers inhibiting access by police *Communication* • Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police. • Contact parents when evacuation is complete and it is safe to do so. • Notify your regional emergency management contact and seek advice if necessary. • Direct all Media enquiries to DET Media Unit on 9637 2871. • Await "all clear" advice from police before returning to school buildings to resume normal school activities. **If a bomb/substance threat is received by telephone** • **DO NOT HANG UP** • Keep the person talking for as long as possible and obtain as much information as possible. • Without alerting the caller, signal a co-worker to: ○ call 000 for police on a separate phone ○ notify the Chief Warden/principal ○ report emergency to the Incident Management and Support Unit on 1800 126 126 • Fill out the *Bomb Threat Checklist* and record the following details while you are on the phone to the caller (The *Bomb Threat Checklist* is provided in the **"Related forms"** section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls): ○ gender of caller ○ age of caller ○ accents and speech impediments ○ background noises ○ key phrases used ○ whether the threat is automated/taped/recorded. **Ask the caller:**

- where exactly is the bomb/substance located?
- what time will the bomb explode/the substance be released?
- what will make the bomb explode/how will the substance be released?
- what does the bomb look like?
- what kind of device/substance is it?
- who put the bomb/substance there? Why was it put there?
- what kind of substance is it (gas, powder, liquid)? How much is there?
- where are you? Where do you live?
- what is your name? What are your contact details?
- Once the call is finished:
    - **DO NOT HANG UP** - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.
    - Immediately:
        - inform the Chief Warden/principal if this has not yet been done
        - call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone
        - o clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
    - implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above
    - report the emergency to the Incident Management and Support Unit on 1800 126 126
    - ensure all of the caller information has been written down and provided to police on arrival.

If a bomb/substance threat is received by letter

- Place the letter in a clear bag or sleeve and store in a secure place
- Avoid any further handling of the letter or envelope
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/principal
- If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above.
- Report emergency to the Incident Management and Support Unit on 1800 126 126.

If a bomb/substance threat is received electronically e.g. by email

- **DO NOT DELETE THE MESSAGE**
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/principal
- If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above.
- Report emergency to the Incident Management and Support Unit on 1800 126 126
- **If you are at the site of an explosion**
    - Direct staff to shelter students under sturdy tables or desks if objects are falling around you.
    - Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above. Do not retrieve personal belongings or make phone calls when evacuating.
    - Help others to leave the area. Use stairs instead of elevators.

	▪ Be aware of weakened floors and stairways and watch for falling debris. ▪ Once out of the affected building: ▪ Move students away from windows and glass doors or other potentially hazardous areas ▪ Use caution to avoid debris that could be hot or sharp ▪ Call 000 for emergency services and seek and follow advice ▪ Report the emergency to the Incident Management and Support Unit on 1800 126 126 ▪ Be aware of any potential secondary explosions ▪ Limit use of phones as communications systems may become congested.

Severe weather event	• **Call 000** if emergency services are needed and seek and follow advice.
	• Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.
	• Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
	• During a severe storm:
	  ○ Remain in the building and keep away from windows.
	  ○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
	• Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.
	• Disconnect electrical equipment - cover and/or move this equipment away from windows.
	• Report emergency to the Incident Management and Support Unit on 1800 126 126
	• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
	• Listen to local radio or TV on battery-powered sets for weather warnings and advice.

Influenza pandemic	Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions for schools to implement at each of the preparedness and response stages of a pandemic influenza event.

Information Security	• Contact your IT specialist technician for advice and support
	• If you require support from IMTD contact the Service Desk through one of the following mechanisms:
	  ○ Phone 1800 641 943
	  ○ Email servicedesk@edumail.vic.gov.au
	  ○ Submit an IT Service Request through the Service Gateway
	• If the incident involves sensitive and/or personal information that may identify an individual without their consent
	• Phone the privacy help desk on 8688 7967
	• Email privacy@edumail.vic.gov.au
	• Consider notifying the Media Unit on 8688 7776
	• If the information security breach is considered malicious contact local police

	• Offer impacted staff option to access EAP (as applicable) • Offer Student Support Services support to impacted students (as applicable)
Medical Emergency	If a medical emergency occurs on a school site or on a camp/excursion • Call' 000' if immediate/life threatening • Administer first aid • Contact parent/guardian of affected student • Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 • Record evidence (if applicable) • Keep other students away from the emergency/incident • Provide support for students who may have witnessed early stage of emergency ***As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.***

Mental Stress	• If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000'
	• Administer first aid (if appropriate) – keep physically and emotionally safe
	• Report the incident to the Incident Support and Operations Centre on 1800 126 126
	• Consider whether the following supports are appropriate:
	  ○ School's student wellbeing officers
	  ○ Student Support Services
	  ○ Doctors in Secondary Schools
	  ○ Kids Helpline - 1800 55 1800
	  ○ Headspace in schools 0458 559 736
	  ○ Lifeline - 13 11 14
	  ○ Referral to the Navigator program for wraparound support for disengaged learners
	  ○ Suicide prevention resources from Beyond Blue and/or Headspace
	  ○ CAT Team – acute mental health triage
	Insert any additional steps, including mitigation steps that you have identified in your risk assessment

Loss of essential services	**When there is a loss of essential services (power, water, communications):** • Determine which services are affected and the extent of the impact. • Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. • **Call 000** if emergency services are required to respond e.g. power lines down in front of school. • Contact the relevant provider/s to report outage and ascertain when restoration will occur. • Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. • Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary.

	• Report the loss of essential services to the Incident Management and Support Unit on 1800 126 126. • Contact parents as required. • Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours. • Insert any additional steps, including mitigation steps that you have identified in your risk assessment
Missing person - school or school camp/excursion	If student/child is missing and/or cannot be accounted for: • Search the immediate area • Contact the parent/carer • Contact '000' for police to report child missing ○ Provide a description, time last seen and location • Report the incident to the Incident Support and Operations Centre on 1800 126 126 ***As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.***

Traumatic Death/Injury/Grief	If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):
	• Contact '000' for police/ambulance attendance
	• Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126
	• Seek Student Support Services support
	• Refer to the *'Managing Trauma'* guide to support, plan for, and lead an effective recovery including:
	• Develop a Communications Plan – check what information can be released:
	  ○ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert
	  ○ Limit exposure to ongoing trauma, distressing sights, sounds and smells
	  ○ Continue to identify those most at risk and triage for support
	  ○ Consider tribute, memorial, ritual
	• Monitor the wellbeing of staff
	• Actively implement self-care strategies
	• If the incident occurs on school premises/camp/excursion
	  ○ Preserve the evidence
	  ○ Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management
	  ○ Contact Legal Division on 9637 3146
	  ○ Consider a Worksafe Notification 13 23 60
	  ○ Contact Communications Division/Media Unit on 8688 7776
	Insert any additional steps, including mitigation steps that you have identified in your risk assessment

Violence, Aggression and/or harassment	Violence, aggression, harassment, on school site: • Intervene only if safe to do so

	• Contact '000' if immediate/life threatening and require police/ambulance attendance • Initiate action to confine or isolate the aggressor • Determine whether evacuation, lock-down or Shelter in Place is required. • Administer first aid if required and safe to do so • Contact parent/guardian of student(s) impacted • Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan • Record evidence (if applicable) • If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place If staff are directly impacted: • Consider lodging an eduSafe report • Consider whether a report to WorkSafe is required • Contact Employee Assistance Program for support • Consider liaison with the Principal Early Intervention Program If there is an allegation of reportable conduct: • Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice ***Insert any additional steps, including mitigation steps that you have identified in your risk assessment***

Emergency Contacts

Tags: Your school is tagged as Bus Coordinating School

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Jessica Kelly	5261 2360	N/A	0401 365 509
Assistant Principal	Louise Kahle	5261 2360	N/A	0417 198 299
Assistant Principal	Nadia Tkaczuk	5261 2360	N/A	0467 711 130
Business Manager	Vicki Perry	5261 0902	N/A	0457 525 932
First Aid Officer	Caroline Wise	5261 2360	N/A	0448 050 224
OH&S Representative	Vicki Perry	526 0902	N/A	0457 525 932
School Chaplain	Steve Brew	5261 2360	N/A	0425 756 857
School Council President	Nick Kearsey	N/A	N/A	0455 184 240
OSHC Manager	Anna Fryar	5261 0946	N/A	0434 007 898

DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Wendy Timms	8397 0301	
Regional Office (swvr@edumail.vic.gov.au)	General enquiries,	1300 333 232,	
Manager, Operations & Emergency Management	Andrea Cox	(03) 4334 0509	0407 861 841
Emergency Management Support Officer	Peter Woodman	03 5215 5220	0436 678 268
Incident Support and Operations Centre (ISOC)		1800 126 126	
Programmed Maintenance Services		1300 133 468	
OHS Advisory Service		1300 074 715	
Employee Assistance Program		1300 361 008	

Media Unit (on call 24/7)		(03) 8688 7776	
SEIL	Brendan Bush	5225 1009	0438 196 687
SSSO Team Leader	Liz Jones		N/A

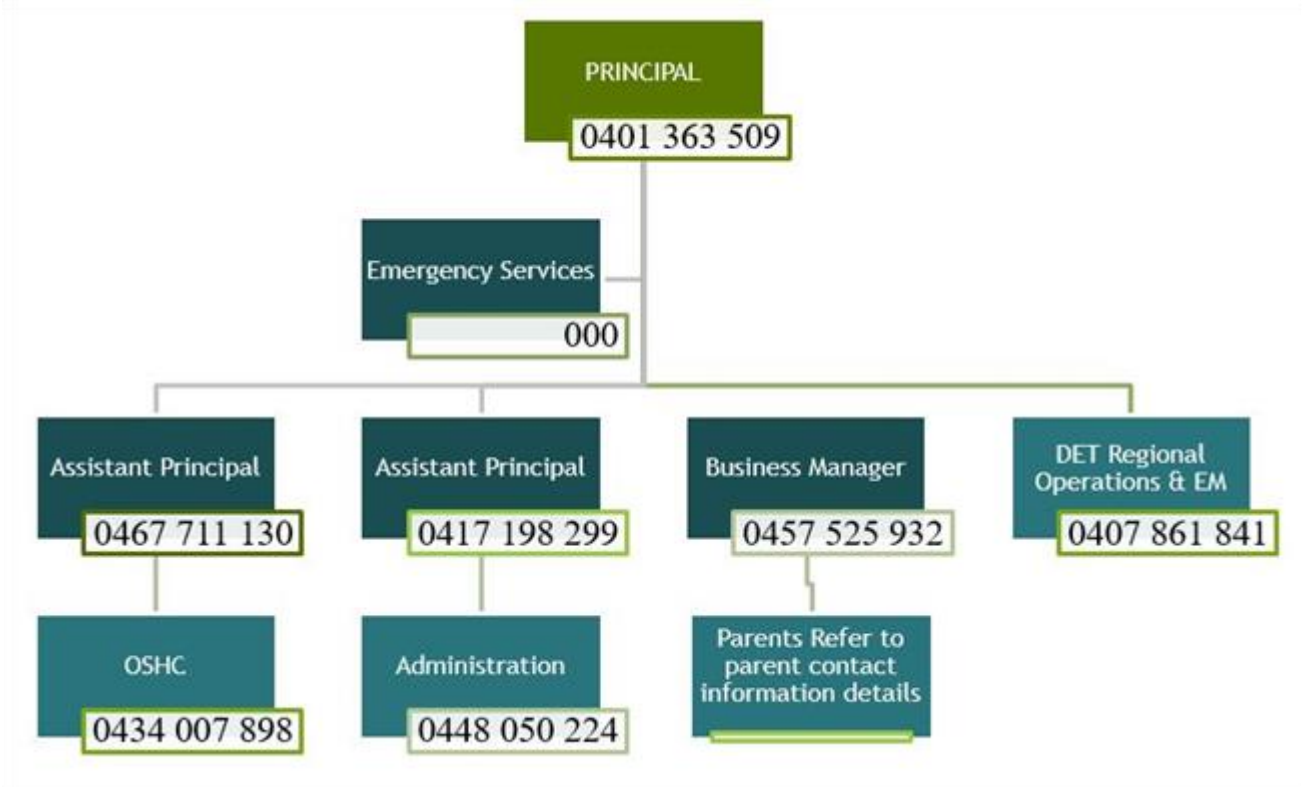
Local / Other Organizations

Name	Phone
Police Station	5264 3400 (Torquay)
Hospital/s	5226 7111 (Geelong)
Emergencies 132 771 - Electricity	132 898
Water Corporation	1300 656 007
Facility Plumber	0412 526 579 (Roger Bramham)
Facility Electrician	5229 9166 (Fentons)
Local Government	5261 0600 (Surfcoast Shire)
EPA	9695 2722
St Therese Primary School	5261 4246
Coles Coaches	5243 8772/0429 944 968 (Gavin Lugg)
McHarrys Bus Line	5223 2111 (Dale Trickett)
SES (flood, storm and earthquake)	132 500

School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
|Refer to the School Bus Emergency Contacts section of the Guide|	Torquay/Jan Juc	Surf Coast Secondary College	Jenny Moss - 5261 6633

Incident Management Team

IMT Structure


Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	**Name:** Jessica Kelly **Phone/Mobile:** 401 365 509	**Name:** Nadia Tkaczuk **Phone/Mobile:** 0407 071 787
Planning Officer	**Name:** Vicki Perry **Phone/Mobile:** 0457 525 932	**Name:** Nadia Tkaczuk **Phone/Mobile:** 0467 711 130
Operations Officer (Area Warden)	**Name:** Glen Wise	**Name:** Carol Waters

	Phone/Mobile: 0416 189 605	**Phone/Mobile:** 0409 006 908
Communications Officer	**Name:** Jessica Kelly **Phone/Mobile:** 0401 365 509	**Name:** Vicki Perry **Phone/Mobile:** 0457 525 932
Logistics Officer (Warden)	**Name:** Vicki Perry **Phone/Mobile:** 0457 525 932	**Name:** Carol Waters **Phone/Mobile:** 0409 006 908
First Aid Officer	**Name:** Caroline Wise **Phone/Mobile:** 0409 006 908	**Name:** Carol Waters **Phone/Mobile:** 0409 006 908

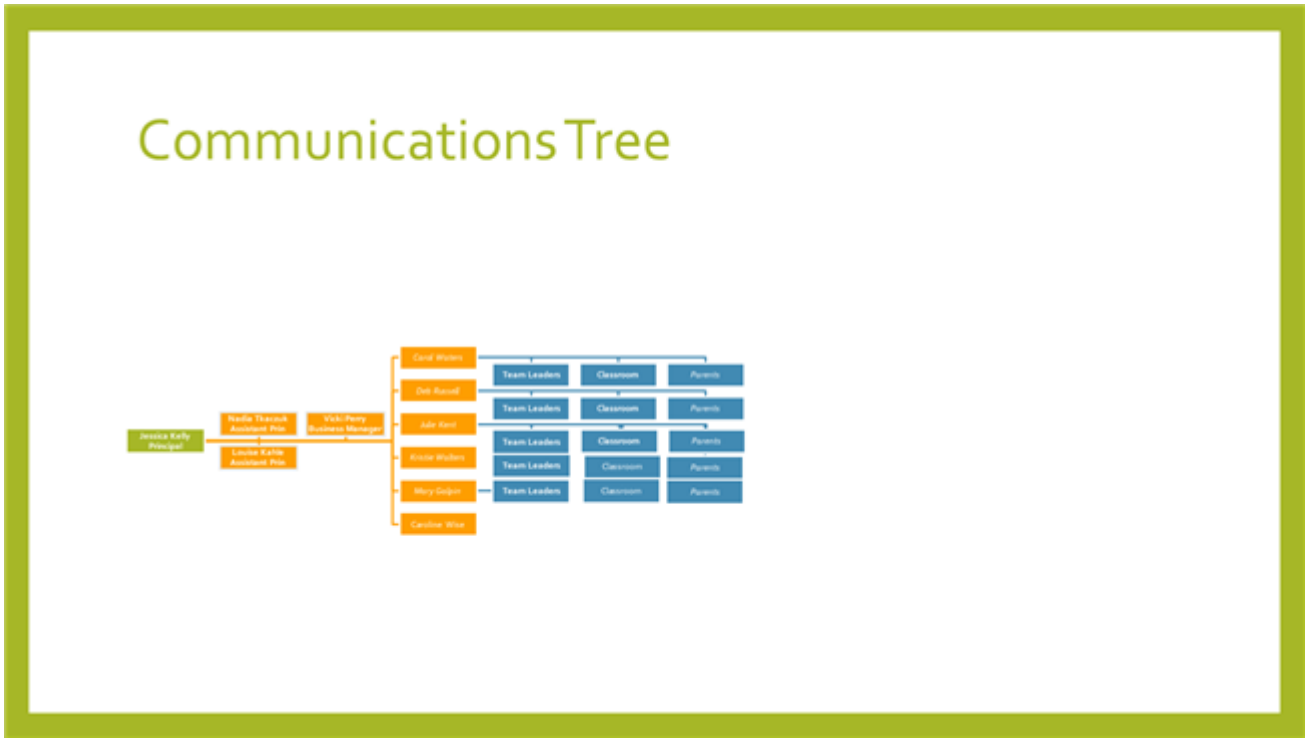
Incident Management Team Roles & Responsibilities

Core Procedures	Procedure Instructions
Chief Warden/Education Commander	**Pre-Emergency** • Maintain current contact details of IMT members. • Conduct regular exercises/drills. • Ensure students/staff with special needs list and staff trained in first aid list are up to date. • Ensure our emergency response procedures are kept up-to-date. • Ensure staff on the IMT are aware of their responsibilities. **During Emergency** • Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Ensure that the emergency services have been notified. • Ensure the appropriate response has been actioned. • Convene our IMT as required. • Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required. • Brief the incoming emergency services and respond to their requests. • Report the emergency to the Security Services Unit on 9589 6266. **Post- Emergency** • When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations. • Organise debrief with the IMT and, where appropriate, with any attending emergency Service. • Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region.
Planning Officer	**Pre-Emergency** • Assist the Chief Warden. • Identify resources required. • Participate in emergency exercises/drills. **During Emergency** • Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Report any changes in the situation to the Chief Warden. • Act as directed by the Chief Warden. • Plan for contingencies. **Post- Emergency** • Collect and evaluate information relating to the emergency. • Identify recovery needs and develop a recovery plan (if required).
Operations Officer (Area Warden)	**Pre-Emergency** • Regularly check and report on deficiencies of emergency equipment and kits. • Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas. • Participate in emergency exercises/drills. **During Emergency** On hearing alarm or becoming aware of an emergency, the Operations Warden will:

	• Attend the emergency control point. • Communicate with the Chief Warden by whatever means available and act on instructions. • Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified. • Direct logistics officer (wardens) to check the floor or area for any abnormal situation. • Commence evacuation if the circumstances on their floor or area warrant this. • Control the movement of people. • Co-opt persons as required to assist a logistics officer (wardens) during an emergency. • Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed. • Confirm that the logistics officer's (warden) activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable. **Post Emergency** • Compile report of the actions taken during the emergency for the debrief.
Communications Officer	**Pre-Emergency** • Assist the Chief Warden. • Attend training in the use of the school's communication system. • Maintain records and logbooks and make them available for emergency response. • Ensure emergency and parent contact details are up-to-date. • Participate in emergency exercises/drills. **During Emergency** • Attend the emergency control point. • Ascertain the nature and location of the emergency. Maintain up to date information. • Confirm that emergency services have been notified. • Notify appropriate IMT members. • At the direction of the Chief Warden provide instruction and information to staff, students and parents as required. • Keep a log of events that occurred during the emergency. • Act as directed by the Chief Warden. **Post- Emergency** • Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference. • Contact parents as required.
Logistics Officer (Warden)	**Pre-Emergency** • Ensure staff and students are aware of the emergency response procedures. • Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish). • Participate in emergency exercises/drills. **During Emergency** Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden). Activities may include the following: • Attend the emergency control point. • Operate the communication system in place. • Check that any fire doors and smoke doors are properly closed . • Close or open other doors in accordance with the emergency response procedures.

	• Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated. • Ensure orderly flow of people into protected area. • Assist occupants with disabilities. • Act as lead of groups moving to nominated assembly areas. • Report status of required activities to the operations officer (area warden) on their completion. • Act as directed by the Chief Warden. **Post- Emergency** • Compile report of the actions taken during the emergency for the debrief.
First Aid Officer	

Communication Tree

Communication Tree


Business Continuity

Business continuity planning is intended to minimise any safety, financial, educational, operational, reputational and/or other damaging consequences of a disruptive event.

- An inability to access your school site
- A loss of IT / telephone / data / power
- A loss of shortage of staff or skills

1. Arrangements to manage inability to access your school site

You may like to consider mutual support agreements with other schools/other local premises, virtual learning, scheduling offsite excursions

Details of arrangements	Arrangements in place with support from St Therese/Surf Coast Secondary College/Bellbrae when needed.

Name	Contact Details	Support Role
Stacey Colman	colman.stacey.s@edumail.vic.gov.au	BM SCSC

2. Arrangements to manage a loss of technology / telephony / data / power

You may like to consider backing up school data, use of paper based systems, flexible lesson plans, generators, emergency lighting

Details of arrangements	Data routinely backed up, emergency lighting tested as per regulations. No generator on site.

Name	Contact Details	Support Role
Matthew Leeds	leeds.matthew.e@edumail.vic.gov.au	IT Manager

3. Arrangements to manage a loss or shortage of staff or skills

You may like to consider temporary staff arrangements, multi-skilling/cross training, alternate operational arrangements, suspending non critical activities and/or mutual support with other school(s)

Details of arrangements	Unlikely scenario

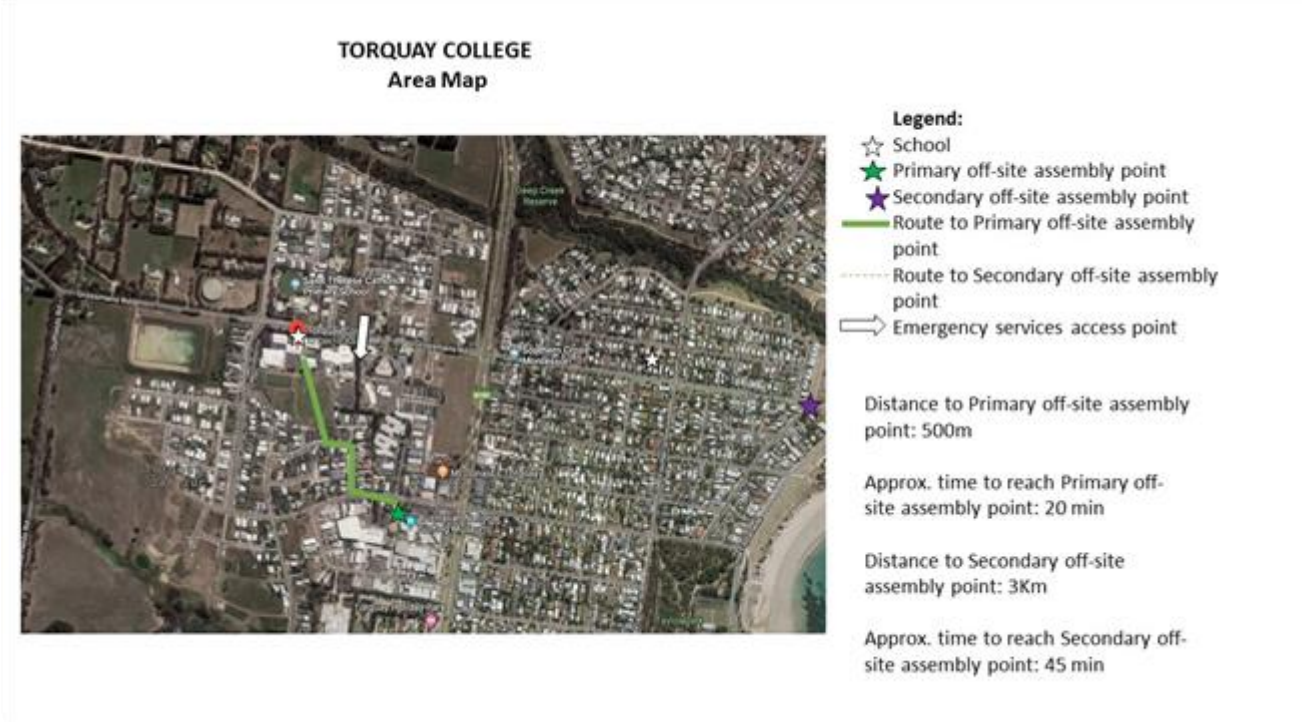
Name	Contact Details	Support Role

Business Continuity Checklist

Action	Actioned?
Activate the school's Incident Management Team	No
Evaluate the impact of the incident for: • School activities • Impact over time • Manageability • Staffing levels • Resources for recovery	No
Identify actions to mitigate impact, including: • Suspension of non-critical activities • Mutual support arranged with other schools • Distance/virtual learning Use of different areas within site • Off-site activities • Back–up of key school data • Using paper based systems • Flexible lesson plans • Using generators, portable lighting	No
Produce an Action Plan for maintaining critical activities that includes: • Priorities • Communications • Resource deployment • Allocation of specific roles • Monitoring • Reporting • Stakeholder engagement	
Establish a register to log all decisions and actions	
Establish a register to log all financial expenditure incurred	

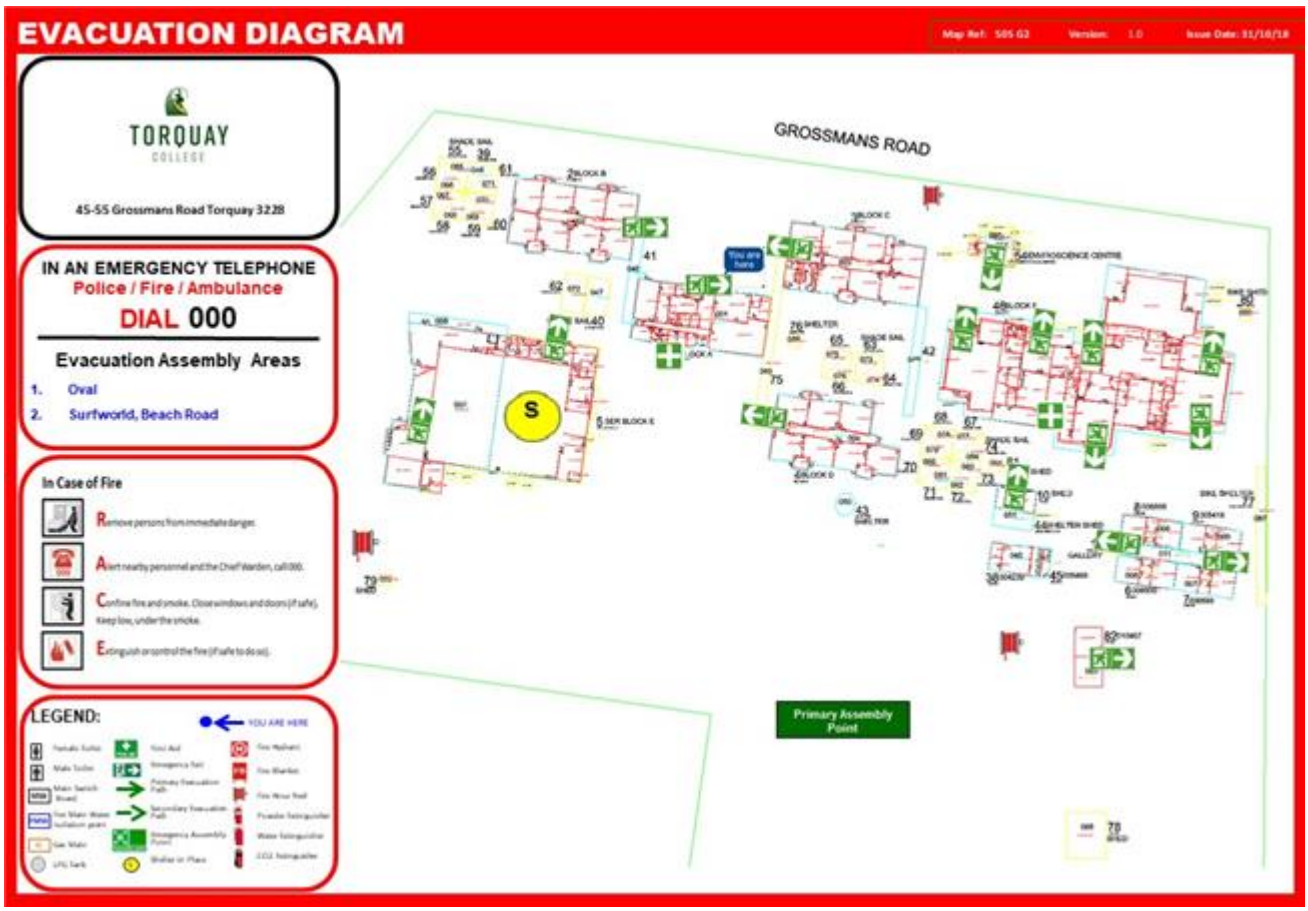
Secure resources for continuity/recovery including: • Staffing • Premises • IT and equipment • Welfare	
Deliver appropriate communications including to: • Staff • Parents/Carers • School Council • School bus contractor/bus coordinating school (as appropriate) • Outside School Hours Care provider • Other users of site • Region • Suppliers • Local Shire/Municipality (as appropriate)	

Area Map

Area Map


Evacuation Map

Building Name	Evacuation Procedures
Torquay P6 College	EVACUATION INSTRUCTIONS Evacuation warnings are given by a continuous siren on the sound system or in the event of power failure by a continuous hand siren interspersed with the word “Evacuate”. • If possible an announcement will be made on the sound system at the time of evacuation. • A colour coded warning system has been provided to each member of staff. The code will be called. Eg Code Red. A code RED (fire) or PURPLE (bomb threat) will be called accompanied by the evacuation siren. Teachers in charge of children should: 1. Collect laptop (Sentral rolls). 2. Move students in an orderly manner from the classroom via the correct exit route (see map). a. Do not let children run b. Do not collect bags or other personal belongings c. If possible, close windows and doors. 3. Move all children to the assembly point on the school oval or alternative site (Surfworld). Direct stray children, visitors and contractors to assembly point. 4. If the class is with a specialist teacher, the class teacher will take charge of the children at the assembly point. Specialists then assist in any way required. 5. Call/take the roll to ensure that all children are assembled. 6. Report to the Operations Officer (Assistant Principal) if any student/s are missing. 7. Remain on oval until instructed to move by Principal (or delegate), or Senior Officer from Emergency Service. School Organisation during Emergency Control Centre: 1. For conditions, other than evacuations, the Office shall be the control centre. 2. On the evacuation of the school, the Control centre will be located on the school oval. For conditions other than evacuations, the First Aid Post will be located in the First Aid Room. Alternative Assembly Site If both the school site and the oval needs to be evacuated, the alternative site will be Surfworld.



	Officers in Charge Incident Controller: Principal In charge of overall management of emergency situation Operations Officer: Assistant Principal/s Student care, ensuring adherence to school emergency procedures Logistics Officer: Business Manager Responsible for collecting/securing materials, resources etc SPECIFIC ROLES: Principal: 1. Notify Fire Brigade, Police or other applicable Emergency Service. 2. Notify Regional Office and relevant DET facilities personnel. 3. Liaise with Emergency Personnel. Assistant Principal/s F-2 Check all students are accounted for and, in conjunction with Emergency personnel, organize the safety of all students. 3-6 Check all staff are accounted for and check all visitors are accounted for Business Manager and Administration Staff: 1. Collect digital copy of registers, first aide kit, mobile phone, mobile PA. In the event that any member of staff is absent from school, it is the responsibility of the Principal and Assistant Principal/s to establish a chain of command. ADMIN BLOCK: Carol Waters Check Administration Block, including Library, Computer Lab, Staff Room, Staff Toilets, Conference Room. C BLOCK: Kylie Nam Check C Block, including Toilets, Store Rooms, Withdrawal Rooms, Offices, Corridors. B BLOCK: Yvette Swan Check B Block, including Store Rooms, Withdrawal Rooms, Offices, Corridors. R BLOCK: Adrian Bassett Check R Block, including Store Rooms, Withdrawal Rooms, Offices, Corridors. D BLOCK: Kathy McLennan Check D Block, including Store Rooms, Withdrawal Rooms, Offices, Corridors. F BLOCK: Lyn Loftus Check F Block, including Store Rooms, Withdrawal Rooms, Offices, Corridors, Environment Centre STADIUM BLOCK: Brad Ross Check Stadium Block, including Store Rooms, Withdrawal Rooms, Offices, Corridors, Toilets, Canteen, Art Room.